

Core Supervisor Training Program

Mandatory 5.5 hour education unit program



This curriculum based program consists of twelve (12) required courses geared towards supervisors and managers. The program needs to be completed by July 1, 2014.

After all of the required components have been completed the manager/supervisor can print a certificate of completion at the end of training for their personal record.

- *All Senior Manager Levels, Supervisors, and Managers have been registered.* This program is available for any Agency Head or Executive Manager to self register.
- For additional Supervisor/Manager training please see the **Enhanced Supervisor Training Program**. You can locate this program by logging into **ELM/Main Menu/Self-Service/Learning/Browse/SPD/BLR Training Catalog/**

Course Code	Core Supervisor Required Training	Course Description	Status	Course Length
BLR_0075	Confident Supervisor - Difficult Conversations	Supervisors face times when difficult conversations may be necessary. Though the subject matter may vary, the feelings of dread are the same for both the supervisor and the employee receiving the news. This course will help arm supervisors with tips and tools to help make difficult conversations more bearable and effective.	R	24 min
BLR_0076	Confident Supervisor - Managing Conflict	Every supervisor needs to face the fact that conflict may sometimes invade the workplace. This course will help supervisors prepare for and deal with clashes in the workplace.	R	30 min
BLR_0077	Discipline	Before imposing discipline to an employee - stop, settle down, talk to Human Resources, and have a plan of action. Employee discipline is an area laden with legal danger and requires the utmost care.	R	23 min
BLR_0078	Discrimination	Discrimination in the workplace has been illegal since 1964, yet employers are still spending millions of dollars every year defending discrimination lawsuits and paying judgments when they lose.	R	23 min
BLR_0079	Documentation	Documentation can make or break an employer during a legal dispute with an employee. The importance of sound documentation can't be overemphasized. In the unfortunate event of an employee lawsuit, it will be your notes that take center stage in the courtroom.	R	27 min
BLR_0080	Firing	You need to understand the policies and laws that you must adhere to when letting someone go. A fired employee may be angry - angry enough to claim the firing was for an unlawful reason such as discrimination or retaliation. Expect your actions and documentation to be examined under a microscope.	R	35 min
BLR_0081	Hiring	It's hard to think of any supervisory function more important than hiring. Just one ill-advised question or comment during an interview can bring untold harm to your company. Supervisors must be well-versed on topics such as protected classes, illegal discrimination, privacy, and a variety of laws.	R	26 min

BLR_0082	Other Harassment	Harassment at work is a leading cause of employment lawsuits, and supervisors are in the best position to prevent, recognize, and deal with harassing conduct. Harassment based on race, religion, color, national origin, gender, disability, and age is covered under major federal laws.	R	24 min
BLR_0083	Performance Evaluations	Performance evaluations often become evidence in court cases, and evaluations that don't measure up are especially damaging to an employer's case. That's why you need to understand the importance of evaluating your employees, and you need to know the best ways to provide feedback.	R	30 min
BLR_0084	Privacy	Supervisors need to know how to stay on solid legal ground when dealing with private information on their employees. Privacy is an area that does not have one clear-cut set of standards from one major federal law. But various federal, state, and local laws do govern how employers treat employee information.	R	25 min
BLR_0085	Sexual Harassment	Every year, millions of dollars are spent defending sexual harassment lawsuits and paying damages and settlements. You should understand the kinds of conduct that can be considered harassment, the defenses available to the employer, how to prevent and punish harassing conduct, and how to document investigations and discipline.	R	26 min
BLR_0086	Violence	The federal Occupational Safety and Health Act's (OSH Act) general duty clause requires an employer to create a place of employment "free from recognized hazards" including workplace violence. Employers are required to take steps to minimize known risks of violence, and a failure to address hazards could result in the finding of a violation of the OSH Act.	R	27 min
SPD_XXX	Certificate of Completion	Option to print program certificate	O	0 min

R= required to complete program

O= optional